PHILIP MORRIS MANAGEMENT CORP. INTER-OFFICE CORRESPONDENCE
120 PARK AVENUE NEW YORK, NY 10017-5592

TO: Distribution DATE: February 16, 1994

FROM: Steven C. Parrish

RE: Notice of Disposal Suspension

We have received a document request that calls for certain records, most of which are already subject to Disposal Suspension under the Philip Morris Records Management Program. (Documents subject to Disposal Suspension are listed in Appendix A to the Records Management Manual.) To allow us to comply with the document request, disposal of all records relating to the following should be suspended:

1. Actual or proposed agreements, or any meetings, discussions, or communications between Philip Morris and other tobacco companies concerning:

   (a) the manufacture of cigarettes,

   (b) the sale of cigarettes,

   (c) the pricing of cigarettes (including rebates and discounts),

   (d) research and development of cigarettes, including limitations or restrictions on research and development, or

   (e) product innovation, including limitations or restrictions on product innovation.

2. Weekly, monthly, semi-annual, or annual reports concerning the research and development of cigarettes.

3. The manufacture, sale, or research and development of fire safe, self extinguishing or reduced ignition propensity cigarettes.

4. The Technical Study Group on Cigarettes and Little Cigar Fire Safety (a group created by the Cigarette Safety Act of 1984 to oversee studies on the ignition propensity of cigarettes) and its successor, the Technical Advisory Group (created by the Fire Safe Cigarette Act of 1990).

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5. Any proposal or attempt by Philip Morris to avoid or limit the production of documents in response to a document request or a governmental demand for documents.

6. Agreements or proposed agreements with Philip Morris employees or former employees prohibiting the disclosure of information concerning cigarettes, including confidentiality agreements.

7. Policies concerning the retention or destruction of documents.

Please circulate this memorandum to your organizations through the Director level and to anyone else you believe appropriate. If you have any questions, let me know.

Source: https://www.industrydocuments.ucsf.edu/docs/jrmk0001

Steven C. Parrish

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